

## MALU – UNGA FAQs (external media)

As of 18 September 2025: SUBJECT TO CHANGE AND UPDATED AS INFORMATION BECOMES AVAILABLE

### **IMPORTANT DATES (UNGA80)**

➤ **When is the deadline to apply for media accreditation to cover UNGA80?**

Requests submitted by Friday, 29 August 2025 will be reviewed in the order received in time for UNGA80.

➤ **When is the last day to apply for regular (non-UNGA80) media accreditation?**

Friday, 29 August 2025. Thereafter, MALU will prioritize requests for UNGA80 (19-30 September 2025) and there is no guarantee of processing regular media accreditation requests until after UNGA.

➤ **When will regular accreditation resume?**

Regular accreditation will resume by the first week of October 2025.

➤ **What are the Media Centre dates and hours of operation?**

Monday, 22 September- Saturday, 27 September: 8 am – end of meeting in GA Hall

➤ **From where and when can media enter ahead of/during High-Level Week?**

The designated entrance for accredited MEDIA will be as follows:

- Friday, 19 September: 46th Street and 1<sup>st</sup> Avenue between 7 am – 6 pm
- Saturday, 20 September: 46th Street and 1<sup>st</sup> Avenue between 8 am – 6 pm (hours and location subject to change at discretion of Department of Safety and Security)
- Sunday, 21 September: 46th Street and 1<sup>st</sup> Avenue between 8 am – close of business (hours and location subject to change at discretion of Department of Safety and Security)
- Monday, 22 September – Monday, 29 September: 47th Street and 1st Avenue with hours between 6 a.m. to end of plenary (subject to change for 29 September)

Media representatives and their equipment will be subject to security screening.

➤ **What are the opening dates and hours of the GA Hall ramp?**

The GA Hall ramp will be open from Monday, 22 - Monday, 29 September 2025 between 6 am – last speaker in the GA Hall (subject to change for 29 September)

➤ **When will the MALU Liaison desks be open from and where are they located?**

The MALU Liaison Desks will be open from Monday, 22 September- Monday, 29 September 2025 (subject to change for 29 September) at the following locations:

- **MALU office (S-0250)** (via South Annex Building)  
Access to → Security Council Stakeout, Secretary-General photo opportunities, Press Briefing Room (S-0237)
- **Conference Building, 1st floor, south end** (via South Annex Building)  
Access to → Conference Rooms 1-4 and the East Lounge
- **Secretariat, 3rd floor, south end** (via South Annex Building)  
Access to → Security Council, Trusteeship Council, Economic and Social Council chambers
- **General Assembly Hall, 3rd floor south end** (via external ramp from Visitors' Plaza)  
Access to → General Assembly Hall [media booths, bridge (Official photo and during national statement only), press gallery, Delegates' Entrance, Treaty-signing area]

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### **EVENTS (UNGA80)**

➔ **Where can media find a schedule of events for UNGA80?**

- [Schedule](#)
- [UN Journal](#)
- Information note for delegations ([A/INF/80/4](#))

➔ **Where can media get information on in-person and online meetings, briefings and other events open for media coverage during UNGA80?**

[Subscribe](#) to receive the [Media Alert](#) and follow us on the social media platform X ([@UNMediaLiaison](#)).

➔ **What are the media arrangements for the Welcome reception?**

Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the eightieth session of the General Assembly will be welcomed by the Secretary-General from 8 to 8.30 a.m., and by the Deputy Secretary-General from 8.30 to 8.50 a.m., on Tuesday, 23 September 2025, in the Economic and Social Council Chamber and North Delegates Lounge on the 2nd floor of the General Assembly Building

The Welcome reception will be covered by UN pool.

UNTV will provide live coverage with a mixture of arrivals and handshakes.

To obtain recordings and photographs, please visit:

[https://www.un.org/en/media/accreditation/pdf/unga\\_media\\_resources\\_guide.pdf](https://www.un.org/en/media/accreditation/pdf/unga_media_resources_guide.pdf)

➔ **What are the media arrangements for coverage of the Delegates' Entrance?**

UNTV will provide live coverage on the following dates during the General Debate:

Monday, 22 September and Tuesday, 23 September between 730 -10 am (subject to change)

Media who wish to film the Delegates' Entrance must visit the MALU Liaison Desk (GA, 3rd floor) for an escort. Space is limited.

➔ **How many tickets can media get for the press gallery for GA and other meetings?**

A limited number of tickets will be available with restricted access. Tickets are distributed at liaison desks/Media Centre on a first-come, first-served basis.

➔ **What are the media arrangements for coverage of the 2025 treaty event?**

Media must visit the MALU Liaison Desk (GA, 3rd floor) for an escort.

➔ **What are the media arrangements for coverage at the [SDG Media Zone](#)?**

- ➔ Location: GA Visitors Plaza
- ➔ Dates/Hours: 22-26 September 2025 | [Programme](#)

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### **ACCREDITATION (UNGA80)**

#### **➞ How can I apply for media accreditation to cover UNGA80?**

Requests must be made online by following the instructions on the MALU website (<https://www.un.org/en/media/accreditation/accreditation.shtml>).

Requests via email and in-person are NOT accepted.

#### **➞ Will media still be able to submit a request to cover UNGA80 after the deadline?**

Any requests submitted after the deadline will encounter delays. It is strongly advised to apply for accreditation before the deadline of Friday, 29 August 2025.

#### **➞ How long will it take for my request to be reviewed?**

If all supporting documentation meets the requirements, it can take 48 hours to review and process requests. During heavier request periods (e.g. General Debate), processing time may be longer.

#### **➞ Do I need to apply for a separate media pass to cover UNGA80 even though I already have a valid media pass?**

Media representatives with a valid United Nations grounds pass do not need additional accreditation. However, some meetings/events may require a secondary ticket. Visit the respective MALU liaison desk to confirm.

#### **➞ How long will my UNGA80 pass be valid for?**

All media approved for UNGA80 will be issued a grounds pass valid between 19-30 September 2025.

#### **➞ Several media representatives need to submit requests for media accreditation. Do I need to submit one letter per person?**

If several people from the same media outlet need accreditation, please include all names in one letter of assignment. Applicants will submit individual requests via Indico using one unique email address per applicant and uploading the same letter of assignment.

#### **➞ What information do I need before submitting my accreditation request online?**

- Passport (valid) from a state recognized by the United Nations General Assembly
- Visa/Permanent Resident (Green) Card/Employment Authorization Card (non-nationals)
- Proof of residency in NYC area (long-term requests only)
- Letter of assignment
- Work samples

#### **➞ What should the letter of assignment include?**

- request for U.N. accreditation of media personnel
- typed on official letterhead of a media organization
- currently dated
- addressed to the Media Accreditation and Liaison Unit
- event/meeting to be covered (e.g. temporary request and duration of assignment)
- name(s) and function(s) of those who need accreditation
- signed by the Publisher, Editor-in-Chief, or Assignment Editor (along with their contact information)
- includes verifiable information regarding reach of the media (print circulation, radio/television audience, digital audiences (web site, social media))
- in PDF format

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See following templates:

- <https://www.un.org/en/media/accreditation/pdf/sample-accreditation-letter-temp.pdf>
- <https://www.un.org/en/media/accreditation/pdf/sample-accreditation-letter-long-term.pdf>

➤ **Do I need media accreditation even though I am local media based in New York?**

All media, whether domestic or international, require valid UN media accreditation. Details at <https://www.un.org/en/media/accreditation/accreditation.shtml>

➤ **I do not have a passport but am a US citizen. Can I obtain accreditation without a passport?**

All applicants, regardless of nationality, must hold a valid passport from a state recognized by the United Nations General Assembly to apply for media accreditation.

➤ **My passport has expired. Can I still get accreditation?**

All applicants submitting requests for media accreditation must have a valid passport from a state recognized by the United Nations General Assembly.

If you are in the process of renewing, please include comment in the 'Notes' at the bottom of the form indicating your intent to renew. In the Passport field, upload official government correspondence in support of this intent.

➤ **I won't get my passport in time for submitting a request to cover UNGA.**

All applicants submitting requests for media accreditation must have a valid passport from a state recognized by the United Nations General Assembly.

If you are in the process of renewing, please include comments in the 'Notes' at the bottom of the form indicating your intent to renew. In the Passport field, upload official government correspondence in support of this intent.

➤ **Do I need an I-visa to get approved for media accreditation?**

Non-U.S. nationals must confirm their right to work in the Host Country as a journalist by providing a valid media (I) or worker visa, permanent residency card (Green Card) or Employment Authorization Document.

See <https://www.uscis.gov/working-united-states/temporary-workers/i-representatives-foreign-media>

➤ **Does the I-visa need to be sponsored by the current employer?**

The media or worker visa must be sponsored by the media organization requesting accreditation. Journalists who wish to request a change of employer or information medium, must file Form I539, Application to Extend/Change Non-immigrant Status. They will need to show the approval from U.S. authorities before changing their accreditation affiliation.

➤ **I work for the media section within my non-governmental organization. Can I apply for media accreditation?**

Media accreditation is not accorded to the information outlets or advocacy publications of non-governmental organizations. The Department of Global Communications may require supplementary documentation to evaluate the request. Applications are considered on a case-by-case basis and the decisions of the Department of Global Communications are final.

➤ **I represent a non-governmental organization and would like to attend UNGA.**

Please visit the Non-Governmental Liaison Service (UN-NGLS) of the Department of Global Communications [website](#) for information on NGO accreditation and events.

For further inquiries, please send an email to [dgccso@un.org](mailto:dgccso@un.org) or [nghs@un.org](mailto:nghs@un.org)

You may also wish to visit the NGO Branch of the Department of Economic and Social Affairs [website](#) for information on NGO accreditation, events and further inquiries.

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### **MEDIA PASS COLLECTION (UNGA80)**

➔ **When can UNGA80 media grounds passes be collected?**

UNGA80 media passes will be issued starting Monday, 15 September 2025.

➔ **What will I need to bring when collecting my grounds pass?**

- Media must collect the pass in person by presenting:
- Printout of the confirmation email approving your request
- Original passport submitted in the application

Once access to 1st Avenue is restricted, you will need to show a printout of the confirmation email to officers at 2nd Avenue and 46th Street in order to reach the Pass and Identification Unit.

➔ **Where do I go to pick up my media grounds pass during UNGA80?**

Hours of operation

15-18 September	8 a.m. to 4 p.m.	Pass and ID Unit*
19 September	7 a.m. to 6 p.m.	Pass and ID Unit
20-21 September	7 a.m. to 5 p.m.	Pass and ID Unit
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22-24 September	7 a.m. to 5 p.m.	UNITAR Building**
25-26 September	8 a.m. to 4 p.m.	UNITAR Building
27-28 September	Closed	
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29 September	8 a.m. to 4 p.m.	Pass and ID Unit*

\*Pass and Identification Unit

320 East 45th Street, Ground floor of the FF building

\*\*UNITAR Building

801 First Avenue/corner of First Avenue and 45<sup>th</sup> Street

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### **MEDIA DOCUMENTS (UNGA80)**

- **Where can media find official UN documents, including documents of the high-level meetings and general debate of the 80<sup>th</sup> session of the General Assembly?**  
<https://www.un.org/en/media/accreditation/ungadocs.shtml>
- **Where can media get a list of speakers for various meetings/events?**  
Members of the media can request speakers lists, documents, statements and press releases from the [Media Documents Centre](#) by emailing [mdc@un.org](mailto:mdc@un.org) or visiting S-0219.

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### **TECHNICAL (general UNGA80)**

➤ **Where can media find live audio/video recordings of UN meetings and events?**

Please visit

[https://www.un.org/en/media/accreditation/pdf/unga\\_media\\_resources\\_guide.pdf](https://www.un.org/en/media/accreditation/pdf/unga_media_resources_guide.pdf)

For further assistance, please email [avlibrary@un.org](mailto:avlibrary@un.org)

**Where can media get downloadable files/photos of UN meetings and events?**

- Photographs in digital format (JPG) will be available for download, free of charge, on the United Nations photo website (<https://dam.media.un.org>). Photo enquiries and requests should be addressed to the United Nations Photo Library (email: [photolibrary@un.org](mailto:photolibrary@un.org)).

➤ **How can media get live television feeds?**

See the UNTV [Transmission Guide](#)

➤ **Will cables be provided in the Media Centre?**

Media representatives are required to bring their own cables to record live video and audio feeds.

The following feeds will be provided to the broadcasters:

- HD-SDI (1080x1920/60i) on a 75-ohm BNC connector with all embedded audio channels and,
- For separate audio, balanced analogue audio at microphone level (-48 dBu) on a 600-ohm XLR connector

Please do not plug in equipment above 120V 60 Hz standard American electrical supply. Any faulty equipment, including inferior, frayed, damaged cords or adapter plugs may cause power supply to be interrupted.

➤ **I want to cover UNGA80 live from Press Island.**

Media clearance for the use of Press Island (1st Ave. between 45th & 46th St.), including vehicles is done through the NYPD: Office of the Deputy Commissioner, Public Information (DCPI), at [dcpi@nypd.org](mailto:dcpi@nypd.org) or 646-610-6700.

➤ **Where can media find assistive information and communications technology support if they have an auditory, visual or physical impairment?**

United Nations Accessibility Centre, located on the first basement level of the Secretariat Building (room S-1B-032)

Assistive devices are available on-site or can be loaned to participants with disabilities. Requests should be submitted no later than three working days prior to the meeting. For further enquiries regarding available assistive tools, please contact the Centre (email: [accessibilitycentre@un.org](mailto:accessibilitycentre@un.org); telephone: 212 963 7348/9).

In addition, print-on-demand services are offered to participants requiring Braille copies of meeting documents. Requests for Braille copies should be sent to the Chief of the Meetings Support Section (email: [chiefmss-dgacm@un.org](mailto:chiefmss-dgacm@un.org)) at least 24 hours in advance of the meeting date for processing.

More information is available at [www.un.org/dgacm/en/content/accessibility](http://www.un.org/dgacm/en/content/accessibility)

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### **TECHNICAL (Indico)**

- **My username and password did not work when trying to log on to my account.**  
A new accreditation system was launched in January 2022. If this is your first request for accreditation since the launch, please select 'First Time' Accreditation – the previous account information will not work.  
Please also review Indico [FAQs page](#) or contact the Indico Tech Support Team at <https://indicohelp.unog.ch/contact-us/>
- **What can I do if I am experiencing technical issues (e.g. password reset) submitting my online request for media accreditation?**  
Please review Indico [FAQs page](#) or contact the Indico Tech Support Team at <https://indicohelp.unog.ch/contact-us/>
- **My online account is associated with an e-mail address I no longer have access to, so I am unable to submit a request for renewing my accreditation.**  
Please contact the Indico Tech Support Team at <https://indicohelp.unog.ch/contact-us/>
- **I do not recall the email address I initially used following approval for first time accreditation.**  
Please contact the Indico Tech Support Team at <https://indicohelp.unog.ch/contact-us/>
- **I have already submitted my request for media accreditation but need to make a change to my request (e.g. upload a valid copy of government issued ID, upload missing proof of residency, providing additional samples, etc.).**  
If you need to make a change after you have submitted a request, please directly email [malu@un.org](mailto:malu@un.org) with your changes, attaching any revised or missing documents.
- **I am submitting requests for media accreditation on behalf of my colleagues, but do not have access to their email accounts. Can I use my email address instead to submit requests?**  
The Indico system uses one unique email address per account holder.
- **I am having trouble uploading the photo.**  
Please refer to the [Photo Specifications](#) page to double check criteria. You may take a selfie with a white wall background.  
A photo is mandatory for registration and photo must be added at the time of submitting the registration form. Please also review Indico [FAQs page](#).

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### **OTHER (UNGA80)**

➔ **Do media need to reserve a spot in the Media Centre?**

The Media Centre does not require reservations and is first come, first served.

➔ **How can media get an interview opportunity with someone from the UN?**

Contact the [Office of the Spokesperson for the Secretary-General](#) at 212 963 7707, 212 963 7160 or 212 963 7161.

Contact the [Office of the Spokesperson for the President of the General Assembly](#) at La Neice Collins | [collins3@un.org](mailto:collins3@un.org) and Mariam Shaikh | [mariam.shaikh@un.org](mailto:mariam.shaikh@un.org)

➔ **Where can media do piece to camera or hold short interviews?**

External media may wish to use following areas:

- Rose Garden: no MALU escort required
- GA 3<sup>rd</sup> floor (near Thai barge): no MALU escort required
- East Lounge: escort via MALU Liaison Desk, 1st floor, south end

➔ **What should I do if my media pass is stolen or missing?**

If your media ground pass is lost or stolen, please immediately contact the Media Accreditation and Liaison Unit at [malu@un.org](mailto:malu@un.org)

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